



STATE OF COLORADO

CLASS SERIES DESCRIPTION

July 1, 2001

NURSING PROFESSIONAL/HEALTH PROVIDER

C6S1XX TO C6S6XX

DESCRIPTION OF OCCUPATIONAL WORK

This class series uses six levels in the Health Care Services Occupational Group and describes professional work in the field of nursing or medicine. Positions in this series provide treatment according to standards of nursing care or apply the principles, theories, and practices of medical science. This series includes all manner of assignments including general practice, advanced practice, preceptor, physician assistant, quality assurance, infection control, and utilization management. Nurses observe and report symptoms and conditions of patients; develop nursing treatment plans; take and record vital signs; educate patients on health issues; administer medications; and implement the nursing process. Physician Assistants perform professional assessment, diagnosis, and treatment in both emergency and routine settings. Positions in this series range from the staff nurse through the administrator levels. Some positions are assigned to security settings where they must follow procedures to ensure the safety of themselves and others. By CRS 12-38-101 et. seq., or CRS 12-36-101 licensure or certification is required in this class series.

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NURSE I

C6S1XX

CONCEPT OF CLASS

This class describes the full-operating nurse. Positions operate independently in performing the full range of professional nursing tasks and problem solving. This class includes the preceptor who provides guidance to nurses being acclimated to the working environment.

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NURSE/HEALTH PROVIDER

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FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making – The decisions regularly made are at the operational level, as described here. Within limits set by the specific process, choices involve deciding what operation is required to carry out the process. This includes determining how the operation will be completed. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices.

Complexity – The nature of, and need for, analysis and judgment is patterned, as described here. Positions study information to determine what it means and how it fits together in order to get practical solutions to problems. Guidelines in the form of standard operating procedures, methods, and techniques exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines that may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, is for the purpose of clarifying the underlying rationale, intent, motive by educating on unfamiliar concepts and theories or marketing a product or service. This goes beyond what has been learned in training or repeating information that is available in another format.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

NURSE II

C6S2XX

CONCEPT OF CLASS

This class describes the workleader. Positions are responsible for implementing procedures, directing workflow, resolving nursing and general care issues, and leading staff on a shift. At this level, positions function as either a supervisor over technical health care staff or direct care workers, or as a workleader over at least two FTE, one of which must be a professional nurse. Nurse II differs from Nurse I on Line/Staff Authority.

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NURSE/HEALTH PROVIDER

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FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making – The decisions regularly made are at the operational level, as described here. Within limits set by the specific process, choices involve deciding what operation is required to carry out the process. This includes determining how the operation will be completed. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices.

Complexity – The nature of, and need for, analysis and judgment is patterned, as described here. Positions study information to determine what it means and how it fits together in order to get practical solutions to problems. Guidelines in the form of standard operating procedures, methods, and techniques exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation.

OR

The nature of, and need for, analysis and judgment is formulative, as described here. Positions evaluate the relevance and importance of theories, concepts, and principles in order to tailor them to develop a different approach or tactical plan to fit specific circumstances. While general policy, precedent, or non-specific practices exist, they are inadequate so they are relevant only through approximation or analogy. In conjunction with theories, concepts, and principles, positions use judgment and resourcefulness in tailoring the existing guidelines so they can be applied to particular circumstances and to deal with emergencies.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, is for the purpose of clarifying the underlying rationale, intent, motive by educating on unfamiliar concepts and theories or marketing a product or service. This goes beyond what has been learned in training or repeating information that is available in another format.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as a work leader. The work leader is partially accountable for the work product of two or more full-time equivalent positions, including timeliness, correctness, and soundness. At least one of the subordinate positions must be in the Nurse series or at a comparable conceptual level. Typical elements of direct control over other positions by a work leader include assigning tasks, monitoring progress and workflow, checking the product, scheduling work, and establishing work standards. The work leader provides input into supervisory decisions made at higher levels, including signing leave requests and approving work hours.

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OR

The unit supervisor is accountable, including signature authority, for actions and decisions that directly impact pay, status, and tenure of three or more full-time equivalent of direct care workers. The elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

OR

The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor. **NOTE:** Individual Contributor positions at this level must have Complexity at the Formulative level.

NURSE III

C6S3XX

CONCEPT OF CLASS

This class describes the unit supervisor or the nurse with advanced, specialized, or non-traditional assignments. The supervisor is responsible for an infirmary, clinic, shift, or population of patients including accountability for the use of equipment, space, and resources. Positions directly control the work of assigned nursing staff, participate in development of nursing processes and policies, and determine the work procedures for the unit. Advanced, specialized, or non-traditional assignments are those where positions are developing processes and standards applied facility-wide. To meet this concept, positions must have a higher level of decision-making than the full operating level nurse. Nurse III differs from Nurse II on Decision Making and possibly Line/Staff Authority.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making – The decisions regularly made are at the process level, as described here. Within limits set by professional standards, the agency's available technology and resources, and program objectives and regulations established by a higher management level, choices involve determining the process, including designing the set of operations. The general pattern, program, or system exists but must be individualized. This individualization requires analysis of data that is complicated. Analysis is breaking the problem or case into parts, examining these parts, and reaching conclusions that result in processes. This examination requires the application of known and established theory, principles, conceptual models, professional standards, and precedents in

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order to determine their relationship to the problem. New processes or objectives require approval of higher management or the agency with authority and accountability for the program or system.

Complexity – The nature of, and need for, analysis and judgment is patterned, as described here. Positions study information to determine what it means and how it fits together in order to get practical solutions to problems. Guidelines in the form of standard operating procedures, methods, and techniques exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines that may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, is for the purpose of clarifying the underlying rationale, intent, motive by educating on unfamiliar concepts and theories or marketing a product or service. This goes beyond what has been learned in training or repeating information that is available in another format.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor, work leader, or unit supervisor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

OR

The work leader is partially accountable for the work product of two or more full-time equivalent positions, including timeliness, correctness, and soundness. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. Typical elements of direct control over other positions by a work leader include assigning tasks, monitoring progress and workflow, checking the product, scheduling work, and establishing work standards. The work leader provides input into supervisory decisions made at higher levels, including signing leave requests and approving work hours. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

OR

The unit supervisor is accountable, including signature authority, for actions and decisions that directly impact pay, status, and tenure of three or more full-time equivalent positions. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. The elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

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MID-LEVEL PROVIDER

C6S4XX

CONCEPT OF CLASS

This class describes the midlevel provider, clinical specialist, or the supervisory nurse that directs the nursing operations of multiple shifts. The midlevel provider applies delegated medical protocols and agency standards or the principles, theories, and advanced practices of nursing in order to obtain complete medical histories, perform physical exams to diagnose health care issues, order and review laboratory tests, treat conditions, and prescribe medications. The clinical specialist develops, presents, and evaluates formal education programs or implements nursing research in the area of specialization. The supervisory nurse has administrative and supervisory responsibilities that affect nursing care delivery. This class differs from Nurse III on Complexity and possibly Line/Staff Authority.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making--The decisions regularly made are at the process level, as described here. Within limits set by professional standards, the agency's available technology and resources, and program objectives and regulations established by a higher management level, choices involve determining the process, including designing the set of operations. The general pattern, program, or system exists but must be individualized. This individualization requires analysis of data that is complicated. Analysis is breaking the problem or case into parts, examining these parts, and reaching conclusions that result in processes. This examination requires the application of known and established theory, principles, conceptual models, professional standards, and precedents in order to determine their relationship to the problem. New processes or objectives require approval of higher management or the agency with authority and accountability for the program or system.

Complexity--The nature of, and need for, analysis and judgment is formulative, as described here. Positions evaluate the relevance and importance of theories, concepts, and principles in order to tailor them to develop a different approach or tactical plan to fit specific circumstances. While general policy, precedent, or non-specific practices exist, they are inadequate so they are relevant only through approximation or analogy. In conjunction with theories, concepts, and principles, positions use judgment and resourcefulness in tailoring the existing guidelines so they can be applied to particular circumstances and to deal with emergencies.

Purposes of Contact--Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of clarifying the underlying rationale, intent, motive by educating on unfamiliar concepts and theories or marketing a product or service. This goes beyond what has been learned in training or repeating information that is available in another format.

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Line/Staff Authority--The direct field of influence the work of a position has on the organization is as an individual contributor, unit supervisor, or second level supervisor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

OR

The unit supervisor is accountable, including signature authority, for actions and decisions that directly impact pay, status, and tenure of three or more full-time equivalent positions. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. The elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

OR

The second-level supervisor must be accountable for multiple units through the direct supervision of at least two subordinate unit supervisors, and, have signature authority for actions and decisions that directly impacts pay, status, and tenure. Elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, second-level signature on performance plans and appraisals, and resolving informal grievances. Positions start the hiring process interview applicants, and recommend hire, promotion, or transfer.

NURSE V

C6S5XX

CONCEPT OF CLASS

This class describes the first level administrator. The administrator directs nursing services to ensure use of designated nursing principles, standards, and practices in the care and treatment of patients. Positions establish nursing policies, procedures, and standards; coordinate nursing services with other health care disciplines in the delivery of patient care, assure the ongoing training and education of nursing staff, advise management on the development of nursing programs, treatment standards, and protocols, and supervise the work of professional and practical nursing staff involved in patient care and treatment. The Nurse V differs from the Nurse IV on Decision Making, Complexity, Purpose of Contact and possibly Line/Staff Authority.

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FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the interpretive level, as described here. Within limits of the strategic master plan and allocated human and fiscal resources, choices involve determining tactical plans to achieve the objectives established by the highest management level. This involves establishing what processes will be done, developing the budget, and developing the staffing patterns and work units in order to deploy staff. This level includes inventing and changing systems and guidelines that will be applied by others statewide. By nature, this is the first level where positions are not bound by processes and operations in their own programs as a framework for decision making and there are novel or unique situations which cause uncertainties that must be addressed at this level. Through deliberate analysis and experience with these unique situations, the manager determines the systems, guidelines, and programs for the future.

Complexity -- The nature of, and need for, analysis and judgment is strategic as described here. Positions develop guidelines to implement a program that maintains the agency's mission. Guidelines do not exist for most situations. In directive situations, positions use judgment and resourcefulness to interpret circumstances in a variety of situations and establish guidelines that direct how an agency program will be implemented.

Purpose of Contact -- The purpose of contacts with outside the supervisory chain, regardless of the method of communication, are for the purpose of authorizing medical treatment protocols followed by others in caring for patients.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as a unit supervisor. The unit supervisor is accountable, including signature authority, for actions and decisions that directly impact pay, status, and tenure of three or more full-time equivalent positions. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. The elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

NURSE VI

C6S6XX

CONCEPT OF CLASS

This class describes the second level administrator. In addition to the duties and responsibilities of a Nurse V, positions at this level administer nursing services through subordinate supervisors. The Nurse VI differs from the Nurse V on Line/Staff Authority.

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NURSE/HEALTH PROVIDER

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FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the interpretive level, as described here. Within limits of the strategic master plan and allocated human and fiscal resources, choices involve determining tactical plans to achieve the objectives established by the highest management level. This involves establishing what processes will be done, developing the budget, and developing the staffing patterns and work units in order to deploy staff. This level includes inventing and changing systems and guidelines that will be applied by others statewide. By nature, this is the first level where positions are not bound by processes and operations in their own programs as a framework for decision making and there are novel or unique situations which cause uncertainties that must be addressed at this level. Through deliberate analysis and experience with these unique situations, the manager determines the systems, guidelines, and programs for the future.

Complexity -- The nature of, and need for, analysis and judgment is strategic as described here. Positions develop guidelines to implement a program that maintains the agency's mission. Guidelines do not exist for most situations. In directive situations, positions use judgment and resourcefulness to interpret circumstances in a variety of situations and establish guidelines that direct how an agency program will be implemented.

Purpose of Contact -- The purpose of contacts with outside the supervisory chain, regardless of the method of communication, are for the purpose of authorizing medical treatment protocols followed by others in caring for patients.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as a second level supervisor. The second-level supervisor must be accountable for multiple units through the direct supervision of at least two subordinate unit supervisors, and have signature authority for actions and decisions that directly impact pay, status, and tenure. Elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, second-level signature on performance plans and appraisals, and resolving informal grievances. Positions start the hiring process interview applicants, and recommend hire, promotion, or transfer.

ENTRANCE REQUIREMENTS

Minimum entry requirements and general competencies for classes in this series are contained in the State of Colorado Department of Personnel web site.

For purposes of the Americans with Disabilities Act, the essential functions of specific positions are identified in the position description questionnaires and job analyses.

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NURSE/HEALTH PROVIDER

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CLASS SERIES HISTORY

Effective 7/1/01 (LLB). HCS Consolidation Study consolidated Physician Assistant (C2I), Primary Care Supervisor (C2L), Nurse (C6B), Nurse Practitioner (C6E), Nurse Specialist (C6F), Nursing Services Administrator (C6G), and Clinical Nurse Specialist (C6J). Draft published 2/21/01, proposed 5/10/01, and final 7/1/01.

Effective 7/1/00 (LLB). Revised class concepts and factors for Nurse (C6B). Published as proposed 5/1/00.

Effective 12/1/97 (KLJ). Created new Nurse II (C6B2). Converted current Nurse II and Nurse Specialist II (C6F2) to Nurse III (C6B3). Converted current Nurse III to Nurse IV (C6B4). Converted current Nurse IV to Nursing Services Administrator I (C6G1). Published as proposed 9/5/97.

Created 1/1/96. Primary Care Supervisor (C2L).

Effective 9/1/93 (KAS). Job Evaluation System Revision project. Converted Physician Assistant (A5170-2) to Physician Assistant (C2I). Converted Nursing Services Administrator (A5117, 9) to Nursing Svcs Admin (C6G). Converted UCHSC Clinical Nurse Specialist (A5165) to Clinical Nurse Spec (C6J). Converted Nurse Practitioner (A5115-6 and A5141,3) to Nurse Practitioner (C6E). Converted Nurse (A5100-2,4-7,33,35,37,39) to Nurse (C6B). Converted UCHSC Staff Development Instructor II (A5161) and UCHSC Clinical Coordinator (A5163) to Nurse (C6B1). Published as proposed 5/24/93.

Revised 1/1/88. Changed pay grades for Nurse.

Effective 7/1/85. Changed relationship for Nurses. Created Nurse Practitioner (A5115-6). Created Physician Asst (A5170-2). Converted Nursing Services Supervisor (A5108-9) to Nursing Services Administrator (A5117-8).

Effective 10/1/82. Changed title of UCHSC Psych Nurse Clinician (55165) to UCHSC Clinical Nurse Specialist (55165).

Created 7/1/81. UCHSC Staff Nurse (55133,5,7,9), UCHSC Nurse Practitioner (55141,3), UCHSC Staff Development Instructor (55159,61), UCHSC Clinical Coordinator (55163), UCHSC Psych Nurse Clinician (55165).

Revised 4/1/79. Changed minimum qualifications.

Created 9/1/74. Nurse series.

CLASS SERIES DESCRIPTION (Cont'd.)**NURSE/HEALTH PROVIDER****July 1, 2001****SUMMARY OF FACTOR RATINGS**

Class Level	Decision Making	Complexity	Purpose of Contact	Line/Staff Authority
Nurse I	Operational	Patterned	Clarify	Individual Contributor
Nurse II	Operational	Patterned or Formulative	Clarify	Individual Contributor,* Workleader or Unit Supervisor
Nurse III	Process	Patterned	Clarify	Individual Contributor or Workleader or Unit Supervisor
Mid-Level Provider	Process	Formulative	Clarify	Individual Contributor or Unit Supervisor or Manager
Nurse V	Interpretive	Strategic	Authorize	Unit Supervisor
Nurse VI	Interpretive	Strategic	Authorize	Manager

*Individual contributor positions in the Nurse II level must have formulative complexity to be allocated to this level.

ISSUING AUTHORITY: Colorado Department of Personnel/General Support Services